



## Career Opportunity

United States District Court  
Southern District of Texas

Position: Administrative Assistant  
to United States District Judge

Location: McAllen, Texas

Closing Date: Open Until Filled

Salary Range: \$52,912 — \$68,787 (JSP-11)

### *Qualifications*

Applicants must have the equivalent of eight years as a legal secretary, legal assistant or other significant administrative support. Applicants must be able to manage a small office, including files, library, and supplies. Will be responsible for coordination with law clerks, case manager, and other personnel. Manages the judge's calendar and flow of work in chambers. Must be proficient in typing, complex editing, proofreading, and other general office skills. Applicant must have strong computer skills and must be comfortable with e-mail, calendaring software and Microsoft Word. Applicant must be able to deal with people – from other judges, messengers, the press, lawyers, jurors, litigants, and the public – with crisp image and polite discretion. Spanish language skills desired but not necessary.

### *Education Substitution*

Post-secondary education in an institution of recognized standing may be substituted for up to one year of the general experience. Roughly, 30 semester or 45 quarter hours equal nine months of experience. A bachelor's degree from a college may be substituted for two years of experience. Preferably, the courses should have included law, government, administration, economics, or related fields. Legal or paralegal education may be substituted for up to two years of experience on one full academic year equaling one year of experience. An academic year is 30 semester or 45 quarter hours.

*Benefits*

Benefits include participation in the retirement system, thrift savings plan, health and life insurance, and holidays and leave. The court cannot reimburse candidates for travel or moving expenses. You will be required to accept your pay through an electronic transfer.

*Send Resume to:*

Eddie Leandro, Deputy-in-Charge  
1701 W. Business Hwy 83  
Bentsen Tower, Suite 1011  
McAllen, Texas 78501

The court may withdraw this announcement without notice. Applicants may be considered for similar positions for 90 days after this position is filled. Candidates will have their backgrounds checked, including law-enforcement data. This position is not in the Civil Service System, and the tenure is “at will.” Applicants’ skill levels may be tested. Equal Opportunity Employer